## School Hours

| Monday - Friday | 7:30 AM – 3:00 PM |

## School Colors:
- Royal Blue, White, Gold

## School Mascot:
- Eagle

### ATTENDANCE:
Attendance is taken at 9:30 AM. Students who leave school prior to roll time are marked absent for an entire day. Please send a note upon your child’s return to school. Only absences due to illness, death in the family, hazardous road conditions making travel impossible, participation in official school activities, and other unusual circumstances recognized by the principal will be excused. Parents will receive letters about excessive tardies and/or absences that could result in a court warning or fines. Additionally, excessive absences may result in dismissal from the magnet program.

### TARDIES:
Children who arrive to class after 7:45 AM are tardy. Tardy slips will be issued from the office beginning at 7:45 AM. Children arriving after 7:45 AM must be signed in by a parent. Children who are habitually late (10 minutes or more) may receive a warning letter and may be dismissed from the magnet program.

### EARLY DEPARTURE:
If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and the reason the child needs to leave. The person picking up the student must show their driver’s license. Children who are habitually picked up early (10 minutes or more) may be dismissed from the magnet program. The end of the day can be hectic, especially for students with multiple teachers. For this reason, students will not be released for early pick up after 2:20 unless it is an emergency.

### Arrival & Departure

**ARRIVAL:** Students who arrive before 7:30 AM should wait on benches in front of the building. There is no supervision for students who arrive on campus before 7:15 AM. 

**HISD BUS RIDERS:** A student may not ride any bus other than the assigned bus. Transportation is a privilege, and students are required to obey appropriate safety and conduct rules to remain eligible for transportation services.

**STUDENT DROP-OFF:** Parents driving their student to campus cannot park in front of the school, which is a designated bus zone. Parents must park in the parking lot across the street from the school or in the neighborhood. If parking in the neighborhood, be cautious to avoid blocking driveways, and walk your student to the main building.

**STUDENT PICK-UP:** Parents MUST pick up students from the front benches at 2:55 PM. As with drop off, parents cannot park in front of the school. Utilize the parking lot across the street or park in the neighborhood.

**TRANSPORTATION CHANGES:** If a child’s end of day transportation changes, the parent/guardian must send a note with the date, necessary changes, and a parent/guardian signature. If a note is not received by 1:45 PM, the usual method of transportation will be followed. For safety purposes, E-MAILED NOTES AND PHONE CALLS WILL NOT BE ACCEPTED.
BIRTHDAYS

• Birthdays are acknowledged in the classroom during the school day. Summer birthdays will be acknowledged in May.
• Out of respect for limited instructional time, in-class birthday parties will not be permitted on campus.
• Due to imposed health regulations, cupcakes, cakes, cookies, favors, etc., for birthdays or special occasions, are not allowed, including during lunch time.
• We do not allow the delivery of gifts such as flowers, balloons, etc. to classrooms.

STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of schools. Each student’s appearance should reflect a positive image for the school and contribute to a distraction-free learning environment. The uniform for Wainwright is:

Top: solid navy, green, or white-collar shirt; College/University shirts on Monday; Wainwright spirit shirt Fridays only.
Bottom: khaki pants, shorts, or skirts. Blue denim jeans are allowed on Mondays and Fridays with College/spirit shirt.

In addition, consider the following dress code guidelines when preparing for the school day:

• Shorts, skits, and dresses must be mid-thigh length or longer. Bike shorts or tights should be worn underneath skirts. Any tights or leggings worn underneath must be of a solid color.
• Students should wear shoes that allow for safe play during recess and PE class. Cleats or shoes with wheels are not permitted. Students should wear shoes with a closed toe.
• Hats, scarves, and other head coverings are prohibited unless for religious reasons.
• Noisy, distracting, or excessive jewelry are not allowed. Also, makeup is not appropriate for elementary school.
• Jackets meant to be worn indoors (i.e., sweaters, light jackets) should be solid navy, green, or white.

HOMWORK

Meaningful homework is a way for children to practice what they learned in school. The amount and type of assignments will vary based on the subject and/or grade level. Enrichment activities such as research papers and science projects can also fall within the realm of homework. Please partner with the school to ensure that your child completes his/her homework.

CODE OF CONDUCT

The HISD Student Handbook/Code of Conduct will be available online through the district website (www.houstonisds.org). You will be required to sign the acknowledgement form once a year. You are asked to become thoroughly familiar with this important document and use it as a reference as questions arise. Please make special note of policies detailed under “Student Responsibilities.”

MEDICATION POLICY

• HISD Board of Education Policy does not permit any school personnel to administer medication of any kind (including aspirin). The nurse, however, can dispense medication under certain conditions.
• All medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian. Except in the case of diabetes and asthma, students cannot carry medication.
• Non-prescription medication will be given to students when necessary only upon receiving a written request with specific instructions from the parent/guardian.
• Prescription medication must be in the original container, properly labeled with the child’s name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.
• When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as students may not transport medicine to or from school.

CONDUCT FOLDER

Conduct folders are sent home weekly with student work and communication from your child’s teacher along with notices from the school office. Be sure to read information and return folder.

FOOD & NUTRITION GUIDELINES

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child’s consumption only. The exceptions to this policy are three designated party days determined by the principal.

LET’S WORK TOGETHER!

- Read notices and newsletters from school.
- Limit TV and encourage reading.
- Read with your child 15 minutes a day.
- Help your child with homework.
- Set a regular bedtime.